Process	*Performing Physical Inventory*
Process Number	*AM-013*

Description of Process

This process enables users to extract asset data from the PeopleSoft Asset Management database into a sequential file and load it into a bar code scanning device. A physical inventory is then performed by scanning asset bar codes. As assets are scanned, the scanner operator may view extract information and make changes where appropriate. The data gathered is loaded into Asset Management. Physical inventory information is matched with data from Asset Management. Where differences are found, transactions are generated to add, transfer or retire assets.

NOTE: In order for the scanner operator to use the extract information in this way, you must have an application that enables your scanning device to read from the extract file, display the data to the operator, and record any input. The steps listed below to create extract information are marked OPTIONAL and should not be performed if the scanning device is not equipped to handle the extract data.

Input to Process

Data extracted from Asset Management and loaded into the bar code scanning device.

Physical inventory data resulting from scanning.

Output of Process

Physical inventory results from scanning.

Asset Management transactions generated from matching.

Service Level Agreement Required? (if yes, provide a brief description)

PeopleSoft Panel Groups being Used

Function	Panel Group
Manage Assets	Interface Asset Information
Manage Assets	

Business Process Description

	Process Description	Responsibility (Agency/Centralized)
Step 1	**Define extract scope. This is an OPTIONAL step.**	Centralized
1.1	From the Interface Asset Information menu, select Use, AM Mass Change Definition, Description, Add. The AM Mass Change Definition panel will appear. Enter a Mass Change Definition description. The Description panel will appear.	
1.2	Select Mass Change Template "PI Extract" and modify the Description field as appropriate.	
1.3	On the Criteria and Defaults panel, enter Business Unit and Locations to extract asset information from. If you wish to enter multiple Locations, with the cursor in the Location field, click on the insert row icon. If field is left blank, all possible values for that business unit will be retrieved.	
1.4	The AM Specific Fields panel can be ignored. These values will be specified later.	
1.5	On the Generate SQL panel, click the Generate SQL button. Make sure that the Execute SQL Upon Saving check box is not checked and then click the save icon.	
Step 2	**Defining scan scope. Required**	Centralized
2.1	From the Interface Asset Information menu, select Use, AM Mass Change Definition, Description, Add. The AM Mass Change Definition panel will appear. Enter a Mass Change Definition description. The Description panel will appear.	
2.2	Select Mass Change Template "PI Scan Scope" and modify the Description field as appropriate.	
2.3	On the Criteria and Defaults panel, enter Organization and Locations for which the scope will be based. If you wish to enter multiple Organizations and/or Locations, with the cursor in the Organization or Location field, click on the insert row icon. If either field is left blank, all possible values for that field will be retrieved.	
2.4	The AM Specific Fields panel can be ignored. These values will be specified later.	
2.5	On the Generate SQL panel, click the Generate SQL button. Make sure that the Execute SQL Upon Saving check box is not checked and then click the save icon. *The process is now ready to be run through Mass Change.*	
Step 3	**Setting up Physical Inventory IDs**	Centralized

3.1	From the Inventory Assets panel, select Use, Physical Inventory Controls, Definition. The Physical Inventory Control dialog box will appear. Enter a Physical Inventory ID. The Definition panel will appear.	
3.2	Enter Physical Inventory Parameters. Enter a Start Data and End Date. These are for your information only and are not used in processing. Be sure to select the Extract ID and Scan ID established in Steps 1 and 2. Turn on Auto Approval if you want the transactions generated as a result of the inventory to be approved automatically. Auto Approval is turned off by default. You may wish to perform a review and then approve transactions generated through Physical Inventory before loading them into Asset Management. The Transactions Enabled check boxes select which types of transactions to generate.	
3.3	On the Transaction Defaults panel, enter Transaction and Accounting Dates. These are the dates that will appear on journal entries resulting from the physical inventory. Also enter Retirement Defaults. The Disposal Code enables you to choose how you want to retire assets.	
3.4	Click the save icon.	
Step 4	**Scheduling Physical Inventories. This is an OPTIONAL step.**	Centralized
4.1	From the Manage Assets, Inventory Assets panel, select Use, Scheduling. Enter a Schedule ID at the prompt.	
4.2	On the Scheduling panel, provide a Description, Start and End Dates, PI ID, and PI Leader. Select the PI ID from a list of valid values by placing the cursor in the PI ID field and press F4. The list will appear.	
4.3	Click the save icon.	
Step 5	**Extracting asset data. This is an OPTIONAL step.**	Centralized
5.1	From the Inventory Assets menu, select Process, Physical Inventory. Enter a PI ID.	
5.2	Click the Extract button.	
5.3	Click the Run or Run With Defaults icon.	
5.4	Highlight the Run Physical Inventory (AMPI1000) program and click OK.	
Step 6	**Viewing Asset Extracts**. **This is an OPTIONAL step.**	Centralized

6.1	From the Inventory Assets panel, select Inquire, Extract. Enter a Physical Inventory ID on the Extract dialog box. Click OK. A list of assets included in the extract will appear.	
6.2	Select any asset to view asset details.	
6.3	Use the Next In List or Previous In List buttons to navigate through the list.	
6.4	Alternate method – From the Inventory Assets panel, select Reports, Physical Inventory Reports. Enter a run control ID and select a Physical Inventory ID from the drop down list. Click the Run or Run With Defaults icon.	
6.5	Provide request panel information and highlight report "PI Extract" (AMPI2000). Click the OK button.	
6.6	View the results.	
Step 7	**Creating an extract file. This is an OPTIONAL step.**	Centralized
7.1	From the Inventory Assets panel, select Process, Physical Inventory. Enter the run control ID created earlier. Click OK.	
7.2	Enter the PI ID or select it from the drop down list. Enter a file name and click the Gen Extr File button and the Run or Run With Defaults icon.	
7.3	Highlight the Run Physical Inventory (AMPI1000) program and click OK.	
7.4	Run the M:\ps\fs700\pi\EXTCOPY.BAT. When prompted, provide the file name in step 7.2. This sorts the extract into two files, one sorted by tag number (EXT.TAG), the other by serial number (EXT.SER), and then copies the sorted files to your scanner. Note that EXTCOPY.BAT is shipped to copy the extract file to the A:\ drive. You may need to modify EXTCOPY.BAT to copy the extract file to the appropriate drive on your scanner.	
7.5	Copy the scanner program (PI.EXE) to the bar code scanning device. Consult the bar code scanning device manual for more information.	
Step 8	**Scanning Assets**	Agency
8.1	Scan all bar coded assets within the scan scope. While performing the physical inventory scan, the scanning device creates a sequential file containing information on all scanned assets.	
Step 9	**Loading scanned asset inventory data back into Asset Management table PI_SCAN.**	Centralized

9.1	From the Inventory Assets panel, select Process, Physical Inventory. Enter the PI ID for this inventory. This will be the same ID as the one used to extract data form Asset Management. Enter the directory and file name of the inventory file. This is most likely c:\temp\scan.dat. NOTE: Asset Management delivers a file called SCANCOPY.BAT that can be edited to copy the SCAN.DAT file from the scanner to a PC. The copy statement in SCANCOPY.BAT may need to be modified so that it copies from the drive letter corresponding to the scanner's drive.	
9.2	Select the Load Scan File button and click Run or Run with Defaults.	
9.3	Highlight the Run Physical Inventory (AMPI1000) program and click OK.	
Step 10	**Checking for duplicate tag or serial numbers.** Duplicates occur when an asset is scanned more than once or when there are labeling errors.	Agency/Centralized
10.1	From the Inventory Assets panel, select Use, Duplicate Tags. Enter or select the Physical Inventory ID and click OK. The Duplicate Tags panel will appear.	
10.2	Correct or delete assets with duplicate numbers.	
10.3	From the Inventory Assets panel, select Use, Duplicate Serials. Enter or select the Physical Inventory ID and click OK. The Duplicate Serials panel will appear.	
10.4	Correct or delete assets with duplicate numbers.	
Step 11	**Viewing Physical Inventory Data.** The purpose of this step is to verify that the scanner operator entered the correct data, such as Organization or Location.	Agency/Centralized
11.1	From the Inventory Assets panel, select Use, Scanned Data. Enter or select the Physical Inventory ID and click OK. Select the first asset in the list and use the next in list icon or scroll bar to view the physical inventory data.	
11.2	Alternate method – From the Inventory Assets panel, select Reports, Physical Inventory Reports. Enter a run control ID and select a Physical Inventory ID from the drop down list. Click the Run or Run With Defaults icon.	
11.3	Provide the request information and highlight report "PI Scan Data" (AMPI2100). Click the OK button.	
11.4	View the results.	
Step 12	**Generating Physical Inventory Results.** This step involves complex processing and may run for a long time. A database administrator may wish to optimize the database to enhance efficiency.	Centralized

12.1	From the Inventory Assets panel, select Process, Physical Inventory. Enter the run control ID or click OK and select it from the list. Enter the PI ID and leave the file name blank.	
12.2	Select the Gen Results button and click Run or Run with Defaults.	
Step 13	**Reviewing Matching Results.**	Agency/Centralized
13.1	From the Inventory Assets panel, select Use, Results, and select either Results or Results Scanned Data. The Results panel shows the results of the matching process. The Results Scanned Data panel shows the differences between the extract and scanned data.	
13.2	Enter or select the Physical Inventory ID and click OK. Select the first asset in the list and use the next in list icon to view the results.	
13.3	Enter search criteria and click OK.	

13.4	View the results.	
	There are three possible PI Match Status:	
	Inventory – Asset was scanned during inventory as expected. May generate transactions for transfers, physical changes, location, organization, or custodian.	
	Over – Asset was scanned but not expected. Generates add transactions.	
	Under – Asset was expected but not scanned. Generates retirement transactions.	
	The Manual Review Required check box will be checked if the scanner operator requested special review for this asset.	
	The Results in Error check box indicates that Physical Inventory processing has marked this result in error because it cannot process it any further. Four error conditions may apply:	
	1. Duplicate Tags: If any duplicate tags still exist in the scanned data the results generated for those duplicates will contain errors.	
	2. Multiple Sets of ChartFields: If an asset has multiple sets of ChartFields (that is, the cost is divided between two departments), an error results. Physical Inventory cannot handle such assets.	
	3. Asset Retired: An asset recorded as retired in Asset Management was scanned. Physical Inventory doesn't process reinstatements.	
	4. Inter-Unit Candidate: A scanned tag was found for an asset in a business unit other than the Physical Inventory business unit. It should probably be transferred from that business unit to the Physical Inventory business unit. Physical Inventory processing doesn't perform inter-unit transfers.	
	The Results Notification box contains fields used in Workflow processing to generate automatic physical inventory results notifications. The State of Georgia did not implement Workflow for Asset Management.	
13.5	Alternate method – From the Inventory Assets panel, select Reports, Physical Inventory Reports. Enter a run control ID and select a Physical Inventory ID from the drop down list. Click the Run or Run With Defaults icon.	

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13.6	Provide the request information and highlight the following reports: • PI Results --- Inventoried (AMPI2200) • PI Results --- Overs (AMPI2220) • PI Results --- Unders (AMPI2210) Click the OK button. All three reports may be run on one request.	
Step 14	**Generating Transactions.** This step involves complex processing and may run for a long time. A database administrator may wish to optimize the database to enhance efficiency.	Centralized
14.1	From the Inventory Assets panel, select Process, Physical Inventory. Enter or select the Physical Inventory ID and click OK.	
14.2	Enter the PI ID, select the Gen Results button and click Run or Run with Defaults.	
Step 15	**Reviewing transactions.**	
15.1	From the Manage Assets, Interface Asset Information, select Use, Load Preview – Financial/Physical A/Physical B. This will allow you to look at asset information on the INTFC_FIN, INTFC_PHY_A, and INTFC_PHY_B tables. A search dialog box will appear. Enter the business unit and Physical Inventory ID and click OK. A list of assets will appear. Select the asset to be reviewed. Use the Next In List, Previous In List, and List icons to navigate from asset to asset. Use the Next Panel and Previous Panel icons to navigate to or from Load Preview – Financial, Load Preview – Physical A, and Load Preview – Physical B.	Centralized/Agency
15.2	Make changes as needed and click the save icon when complete.	
Step 16	**Approving transactions.**	Centralized
16.1	From the Manage Assets, Interface Asset Information, select Use, Load Approval – Financial/Physical A/Physical B. Enter the Physical Inventory ID on the search dialog box and click OK. Use the Next In List, Previous In List, and List icons to navigate from asset to asset. Use the Next Panel and Previous Panel icons to navigate to or from Load Preview – Financial, Load Preview – Physical A, and Load Preview – Physical B.	
16.2	The Auto Approval Status switch will be on if you selected Auto Approval on the AM Specific Fields panel when creating the extract in step 3.2. Approve or disapprove each transaction by turning the Approve check box on or off.	

Step 17	Loading transactions.	Centralized
17.1	From the Manage Assets, Interface Asset Information panel, select Process, Transaction Loader. Provide Find Trans Load ID information and click the search button (flashlight) to list the transactions included in the load.	
17.2	Click the Run or Run With Defaults icon and select the Run Transaction Loader (AMIF1000) program. Click OK.	

Forms Used with Process (#)

**Attach sample form(s)

Process Flow Diagram (if appropriate):

Physical Inventory Process Flow
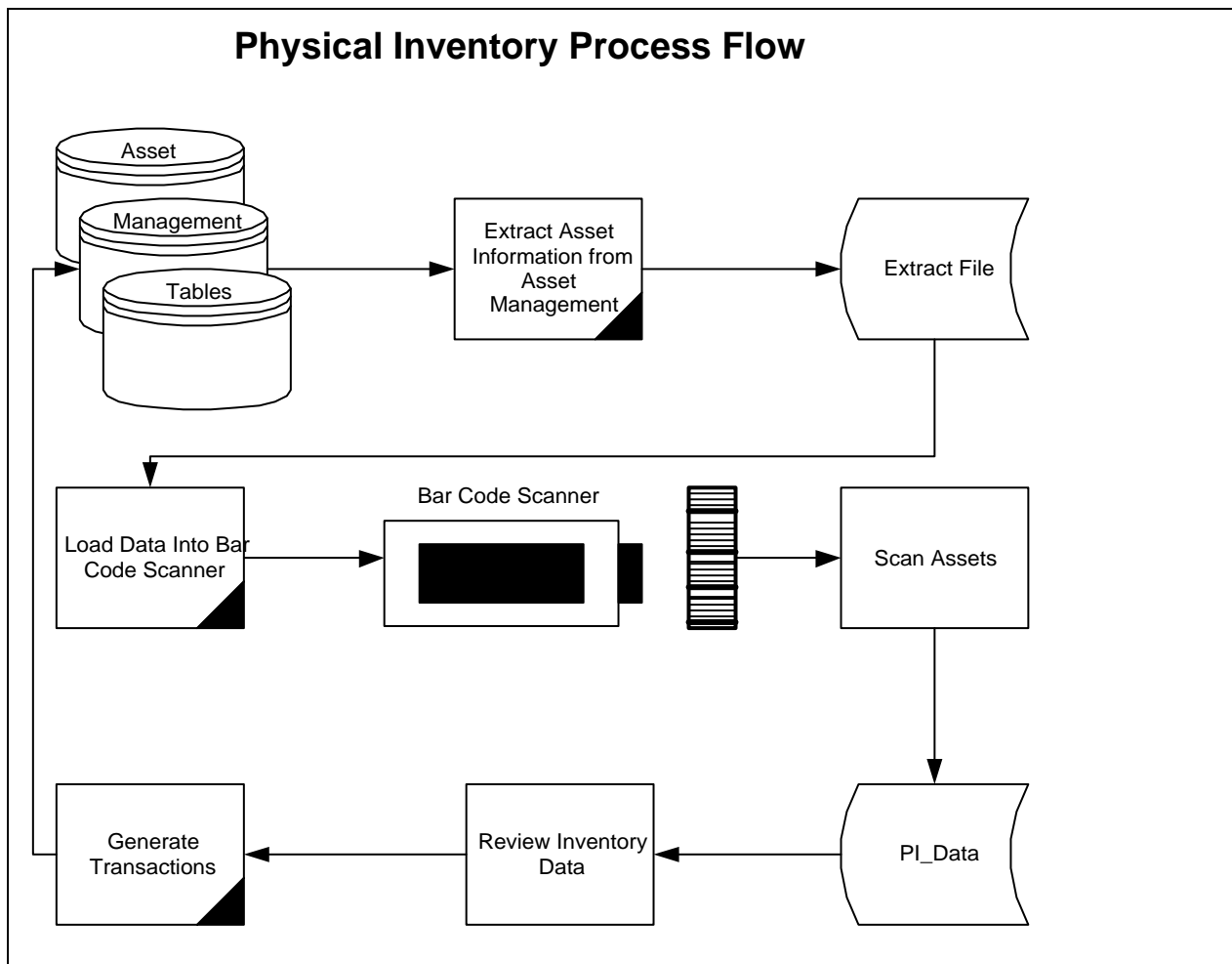
Process Signoff

Tested By
Date Tested